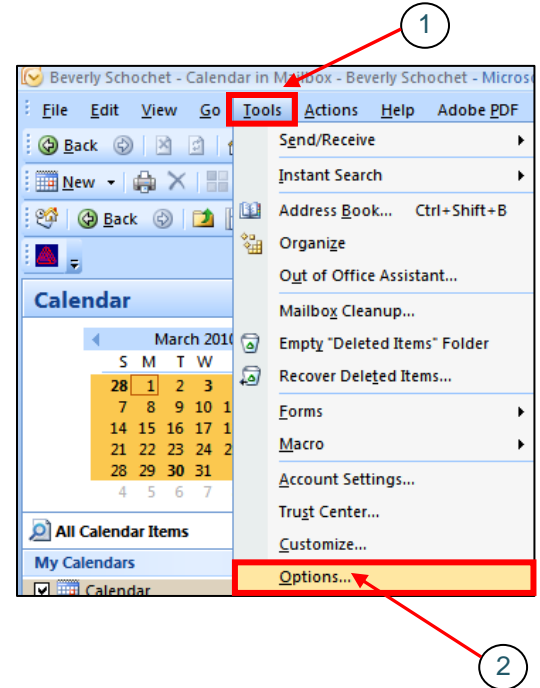
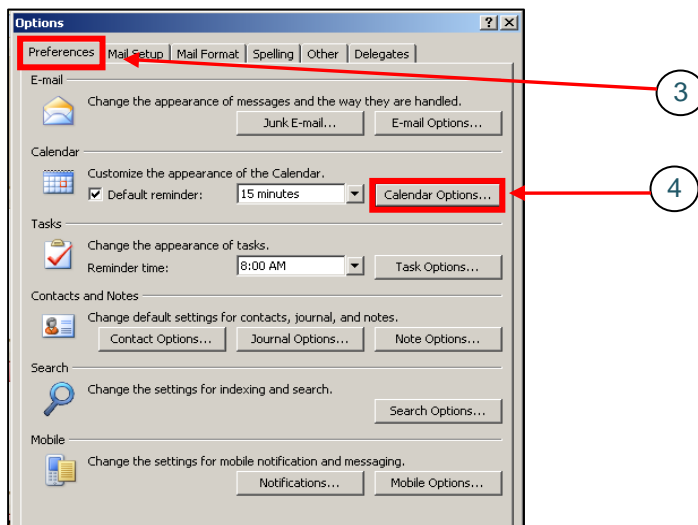


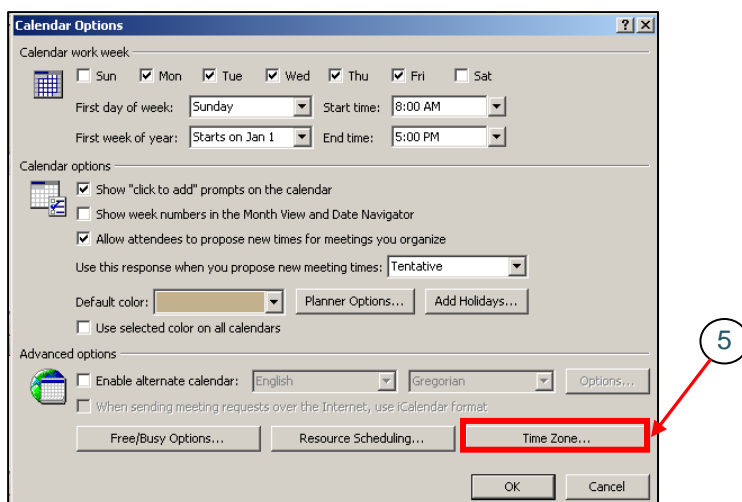
Show an Additional Time Zone in Your Outlook 2007 Calendar

If you frequently set up meetings with others that are in different time zones, you may find it useful for Microsoft Outlook 2007 to display an additional time zone when in the “Day” or “Week” calendar view. This can be done by following the steps below:

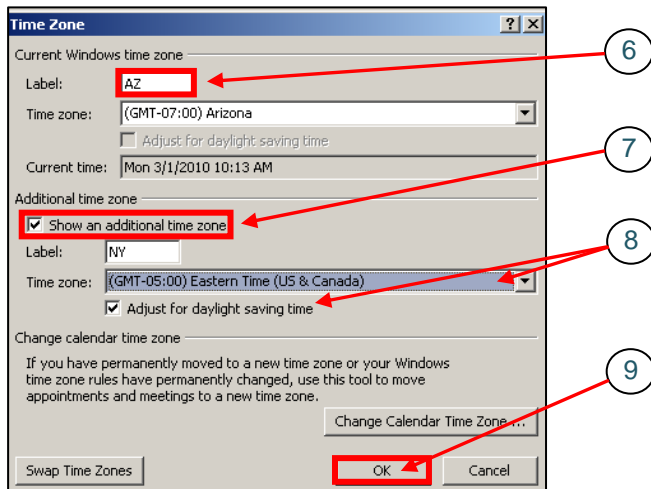
1. While in your calendar, select **T**ools from the top menu.
2. Select **O**ptions.
3. Select the **P**references tab once the **O**ptions dialog box appears.
4. Next select the **C**alendar **O**ptions... button.



5. The **C**alendar **O**ptions dialog box will open and you can now select the **T**ime **Z**one... button.



6. In the **Time Zone** dialog box that appears, you can **label** the current time zone under the Current Windows Time Zone option.
7. Make sure the **“Show an additional time zone”** box is check marked.
8. In the **Time Zone** drop down menu, select the alternate time zone that you would like to display. You can either check or uncheck the **“Adjust for daylight saving time”** depending on your preferences.
9. To finish, select **OK**.



10. Your calendar will now reflect the new settings created as shown below.

